

<b>PHA Second Annual Action Plan 2011 of the Five Year PHA Plan 2010-2014</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <b>City of Wichita Falls Housing Assistance Program</b> PHA Code: <b>TX498</b> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 10/2011				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: N/A Number of HCV units: <b>989</b>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  <b>The mission of the PHA is the same as that of the Department of Housing and Urban development: to promote adequate and affordable housing, economic opportunity and suitable living environment free from discrimination.</b>  <b>The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; (4) improve community quality of life and economic viability; and (5) strive to provide quality housing, safe and sanitary housing and to build a strong, healthy community while encouraging self-sufficiency and independence for its residents.</b>				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  <b>Apply for additional rental vouchers: if funding becomes available. Leverage private or other public funds to create additional housing opportunities: The city supports LIHTC development and has cooperated with NORTEX Housing Finance Cooperation in issuing bonds for multi-unit construction and rehabilitation. Other: Work to involve new owners in the program.</b>				
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>The Five Year Public Housing Agency Plan, the First Year Action Plan, and the Administrative Plan are hereby approved with no required changes.</b>  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  <b>The City of Wichita Falls PHA's main administrative office, City website, and the local public library.</b>				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.  <b>N/A Section 8 agency only</b>				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b>N/A Section 8 agency only</b>				

<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <b>N/A Section 8 agency only</b>																																																																																																																																
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <b>N/A Section 8 agency only</b>																																																																																																																																
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. <b>N/A Section 8 agency only</b>																																																																																																																																
<b>9.0</b>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Housing Needs of Families on the PHA's Waiting Lists</th> </tr> </thead> <tbody> <tr> <td colspan="4">Waiting list type: (select one)</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Section 8 tenant-based assistance</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Public Housing</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Combined Section 8 and Public Housing</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</td> </tr> <tr> <td colspan="4">If used, identify which development/subjurisdiction:</td> </tr> <tr> <td></td><td style="text-align: center;"># of families</td><td style="text-align: center;">% of total families</td><td style="text-align: center;">Annual Turnover</td></tr> <tr> <td>Waiting list total</td><td style="text-align: center;"><b>704</b></td><td></td><td></td></tr> <tr> <td>Extremely low income &lt;=30% AMI</td><td style="text-align: center;"><b>517</b></td><td style="text-align: center;"><b>73.44%</b></td><td></td></tr> <tr> <td>Very low income (&gt;30% but &lt;=50% AMI)</td><td style="text-align: center;"><b>171</b></td><td style="text-align: center;"><b>24.29%</b></td><td></td></tr> <tr> <td>Low income (&gt;50% but &lt;80% AMI)</td><td style="text-align: center;"><b>14</b></td><td style="text-align: center;"><b>1.99%</b></td><td></td></tr> <tr> <td>Families with children</td><td style="text-align: center;"><b>381</b></td><td style="text-align: center;"><b>54.12%</b></td><td></td></tr> <tr> <td>Elderly families</td><td style="text-align: center;"><b>42</b></td><td style="text-align: center;"><b>5.97%</b></td><td></td></tr> <tr> <td>Families with Disabilities</td><td style="text-align: center;"><b>267</b></td><td style="text-align: center;"><b>37.93%</b></td><td></td></tr> <tr> <td>Race/ethnicity</td><td style="text-align: center;"><b>447</b></td><td style="text-align: center;"><b>63.49%</b></td><td>White Non Hispanic</td></tr> <tr> <td>Race/ethnicity</td><td style="text-align: center;"><b>235</b></td><td style="text-align: center;"><b>33.38%</b></td><td>Black Non Hispanic</td></tr> <tr> <td>Race/ethnicity</td><td style="text-align: center;"><b>2</b></td><td style="text-align: center;"><b>0.28%</b></td><td>Other Non Hispanic</td></tr> <tr> <td>Race/ethnicity</td><td style="text-align: center;"><b>88</b></td><td style="text-align: center;"><b>12.50%</b></td><td>Hispanic</td></tr> <tr> <td colspan="4"> </td></tr> <tr> <td>Characteristics by Bedroom Size (Public Housing Only)</td><td style="text-align: center;"><b>N/A</b></td><td style="text-align: center;"><b>N/A</b></td><td style="text-align: center;"><b>N/A</b></td></tr> <tr> <td>1BR</td><td></td><td></td><td></td></tr> <tr> <td>2 BR</td><td></td><td></td><td></td></tr> <tr> <td>3 BR</td><td></td><td></td><td></td></tr> <tr> <td>4 BR</td><td></td><td></td><td></td></tr> <tr> <td>5 BR</td><td></td><td></td><td></td></tr> <tr> <td>5+ BR</td><td></td><td></td><td></td></tr> <tr> <td colspan="4">Is the waiting list closed (select one)? 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9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>To meet the goals of the plan, the City plans to do the following: (1) apply for additional Housing Choice vouchers if funding becomes available; (2) leverage state or private funds to create affordable housing; (3) improve housing lease up rates and maintain the maximum number of families under lease that the budget limits will support; (4) to provide a comprehensive analysis of the rental market and provide the highest payment standards that the funding limits will support without reducing the number of participating families; (5) provide landlord outreach to increase housing stock outside of the poverty areas; (6) promote self-sufficiency and asset development by our tenants and the community.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Maintain or increase housing lease-up rates by establishing payment standards which will enable families to rent through-out the jurisdiction. Encourage more LIHTC and bond financing of affordable units in our area. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status and disability. Conduct outreach efforts to potential voucher landlords. VAWA procedure is to refer families to Patsy House, First Step domestic violence shelter, continued assistance to non offenders and offer immediate portability in domestic violence situations. The housing office has a procedure/policy to follow for families claiming (VAWA). All families/Owners/staff have been provide documentation on the procedure and instructed to include a signed VAWA Lease addendum.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" <b>See tx498c01</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

# Standard PHA Plan PHA Certifications of Compliance

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

## **PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_standard Annual, \_\_\_ standard 5-Year/Annual or ~~X~~streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2010, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

## Wichita Falls Housing Assistance Program

**TX498**

PHA Name

PHA Number/HA Code

\_\_\_ Standard PHA Plan for Fiscal Year: 20\_\_\_

\_\_\_ Standard Five-Year PHA Plan for Fiscal Years 20\_\_\_ - 20\_\_\_, including Annual Plan for FY 20\_\_\_

**x** **Streamlined** Five-Year PHA Plan for Fiscal Years 2010 - 2014, including Annual Plan for FY 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<b>Darron Leiker</b>	<b>City Manager</b>
Signature	Date 7-11-2011
Darron Leiker	

## City of Wichita Falls, TX PHA Five Year Plan – First Annual Year Update

**Attachment C****Definition of Substantial Deviation and Significant Amendment or Modification**

During the PHAs Plan's five-year period, there may be adjustments, refinements or changes that indicate a need to modify the Plan. Some changes are minor and can be completed by staff actions alone, while others are substantial. Those classed as substantial will require input from the Resident Advisory Board and the general public during Public Hearing(s) and have City Council approval, acting as the PHA's governing board, during a open public meeting. The development of any amended activities will usually permit the City Council to conduct only one public hearing. The City will allow a 45-day period for public review after Council approval. During the review process staff will review all public comments and act on those comment before submitting the amendment to HUD for approval.

HUD requires (24 CFR 9.7(r)) that the City develop and include in the PHA Plan what criteria it will use to determine if additions, deletions or administrative adjustments are a Substantial Deviation, Significant Amendment or Modification Change and will require an Amendment. The criteria is contained below:

- Any changes to an activity that was in approved PHA Plan will now not be implemented, existing programs that will be terminated, an activity that will have to be modified because of a reduction in funding level that will alter the purpose, scope, or change the number of beneficiaries of that project by more than 10%;or
- Any changes required by Federal laws, regulations, and guidelines that will add new programs, eliminate old programs, that change or restrict eligibility for a class or group of beneficiaries as stated in the previously approved program.
- Any local changes to occupancy policies, admission policies, or the organization and operation of the waiting list not required by regulatory changes from HUD

Changes that are not considered a substantial deviation, significant amendment or modification, are those changes that:

- Are not classed as a substantial change in the definitions above; AND
- Involve the transfers of funds from one accounting classification, other than Housing Assistance Payments account, to another. Examples of this would be the transfer of funds from postage expenses to travel expenses, adjustment from one fringe benefit account to another, or movement from equipment maintenance to equipment purchase; or
- Changes in income limits, Fair Market Rents and Payment Standards, methods of rent calculations, or other regulatory changes required by HUD and adopted by the PHA where there is no discretion on the part of the PHA; or
- *Changes that only affect local administrative procedures or guidelines. Most of these changes are the type that would be included in the Administration Plan and will be subject to that document's public review and board approval process*

## RESIDENT ADVISORY BOARD MEETING

Friday, May 20, 2011

Pamela Ibarra, Housing Administrator, called the meeting to order at 10: a.m. She introduced herself and Faith Carrizales, the Housing Supervisor. Those in attendance were as follows:

### OWNERS/MANAGERS:

Vida Cooke – S & C Investments – 1723 9<sup>th</sup> St – WF, TX

Debbie Vaughn – Avalon Meadows Apts - 2610 Iowa Park Rd – WF, TX

– Woodbriar Apartments – 1000 Mary Dr – Iowa Park, TX

Pamela Vest – UAH Parkstone-Crossroads LP – 1727 W Rathgeber Rd – WF, TX

– UAH Parkstone-Crossroads LP – 1501 W Archer City Hwy – WF, TX

– SWHP Wichita Falls LP dba Green Briar Village Apts – 901 Airport Dr – WF, TX

Leotis Wesley – Minnie Ruth Wesley – 1018 Roosevelt St – WF, TX

### TENANTS:

Jennie Arredondo – 1621-C Elizabeth Ave – WF, TX

Michael Brennenman – 2130 Avenue J, #2 - WF, TX

John Hardin – 504 Kemp Blvd, #109 – WF, TX

Wendell Mangrum – 700 Warford St, #4 – WF, TX

Ms. Ibarra began by welcoming the Resident Advisory Board members. She explained this meeting was to discuss the Second-Year Action Plan of the 5-Year PHA plan, which would be presented to the public on June 21, 2011 by the Wichita Falls City Council acting as the Board of Directors and approved by the Department of Housing and Urban Development. Both plans will be available for review in the Housing office and the City Public Library.

A Resident Advisory Board Meeting is required each year regarding the Public Housing Plan according to 24CFR part 903 and PIH Notices 99-33, 99-51 and 2000-43 to discuss the progress of the housing program.

The First-Year Action plan was discussed last year for the Five-Year Plan for 2010-2014. The same owners are generally invited each year with new owners to the program being added to the list. Tenant attendees are selected at random. Tenants who request to attend the meeting will be added to the random selection. Jennie Arredondo was added because she requested to attend the meeting.

General Requirements impose a limit on the action that can be accomplished. PHA plans for the upcoming year were discussed.

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1. The City will apply for additional vouchers as they become available if funding is obtained. Since the current 989 are not being utilized, additional funding has not been sought. If all 989 vouchers are used and additional vouchers become available, the City will apply for them. The attendees were asked if they were in agreement for the City to apply for additional vouchers if they become available; general consensus was in approval.
2. The City will support applications from non-profits for any special use vouchers or funding that becomes available. Project-based vouchers at Green Briar Village Apartments were discussed. Currently seven vouchers are being utilized at Green Briar and they will remain in place for five years for rental purposes at the lowest rates possible based on the low-income tax credit. The City has agreed to attach six additional project-based vouchers for Green Briar Village, Phase II, in July as they expand to 112 total units. Parkstone Sr Village is incorporating 65 additional units as a result of complaints there were not enough elderly/disabled/handicapped units available, especially since Midtown Manor is no longer available as a rental option on the Housing Choice Voucher Program. Handicap units make the program more viable. Apartments with available handicap units should contact the Housing Supervisor, Ms. Carrizales.
3. The City is trying to improve housing lease-up rates and maintain the maximum number of families under lease that the budget limits will support. Last year we had 87% of our units on-line at the end of the year. The City is anticipating a budget of 96-98% this year. With the uncertainty of the future, the City plans to maintain a reserve of the budget. HUD may advise the City that the funding will be reduced to house as many families as currently on the program. Portability does affect the number of units we have on-line. When a person relocates from Wichita Falls to a more populated area, such as California or New York, it costs three to four times more for their voucher to be serviced if our agency is billed; however, some times the voucher is absorbed by the receiving agency. Billing the City for the increased amount results in three to four persons in Wichita Falls not being able to receive rental assistance. Portability does have an impact on the Wichita Falls area; numerous individuals are porting out to higher paying standards than those of Wichita Falls.

(Jennie Arredondo asked if someone 'ports out', can they apply to the program where they relocate in order to release the Wichita Falls voucher?)

Ms. Ibarra explained the specifics of the portable voucher. A voucher holder has the right to go anywhere in the United States with their voucher. As long as the City of Wichita Falls Housing Program has funding available, we are required to pay for housing where the individual/family chooses to relocate and become part of another housing Voucher program, unless the receiving agency agrees to absorb the voucher. If it is absorbed, our voucher is released for another local individual to use. Currently, we have a voucher of approximately \$1,500 monthly we are paying; this is a huge deficit to the City's voucher funding.

(Leotis Wesley asked if there is a time limit on those vouchers.)

Ms. Ibarra stated there is not a time limit on payments for portable vouchers. Also, we cannot stop someone from going portable. The only way we are not liable for paying the voucher is lack of funding in HAP. The goal is to maintain a reserve of more than one month. If the reserve funding is not eventually spent, HUD will claim it so we are trying to spend it now. We are eight

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months into this fiscal year and so far we have no budget. We are currently going by the numbers we used last year.

4. The City is trying to improve housing lease-up rates because the vouchers need to be utilized in an expedient manner. We currently have approximately 530 people on our waiting list. Previously there have been as many as 800 on the list. We closely monitor on a spreadsheet when the vouchers are issued and utilized for all applicants. This spreadsheet is available for review by tenants and landlords.
5. The City provides landlord outreach to increase housing stock outside of the poverty areas. This is accomplished by distributing landlord newsletters on a quarterly basis. We have also been sending tenant newsletters. The reduction of administrative funds this year will probably reduce the mailing to semi-annually.
6. The City promotes self-sufficiency and asset development for our participants and the community. We used to participate in a Family Self-Sufficiency Program but funding ceased because our agency was not large enough to maintain the funding. HUD sent the funding to larger cities. We still promote tenants to work or obtain training or schooling if they are able because it looks like funding will continue to be reduced. If that should happen, eventually we will have to reduce payment standards and utility allowances to make it more affordable for people. The government is estimating our percentages at the 2009-2010 level from October 1<sup>st</sup> thru October 17<sup>th</sup>. We received \$3,326,530.00 in HAP last year and are currently estimating an amount of \$3,344,500.00. There is not much of an increase from last year to this year. Our Administrative Fee budget was cut by \$40,000.00 this year. There is some reserve funding that we will have to use to purchase an upgrade on our software and review modernizing some of our processes to trim staff time. A reduction of \$41,000.00 is comparable to losing a supervisor or above. Less Housing staff will greatly impact the service to tenants as less time will be available. Normally, there is approximately \$30,000.00 a year in the contingency budget; this year, approximately \$1,392.00 is in that budget.

All those in attendance were referred to the Fair Markets payment standard handout which are the payment standards currently in effect set by the Fair Market Rents that HUD advised were equal to this area. They are set by a percentage; two-bedroom units, more than other size units, were set at 100% as fair market rent. The rest of the bedroom sizes were set between 80%-95% of the Fair Market Rents. Ms. Ibarra stated she would review those percentages on an individual basis for those interested. Utility allowances are also attached; those figures increased in this area and were professionally calculated. She suggested managers encourage tenants to directly pay utilities in order to lessen the burden to apartments for all bills paid units. If utility allowance is reduced, less rent would be received by the apartments if they have all bills paid units. If rents are not increased, the apartment will absorb the costs, not the tenant.

7. Ms. Ibarra noted that contact between Housing and the Managers is important, especially when there are problems or errors. There are two sets of utility allowances; she reminded the Managers to use the second set which is the correct one.

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8. Ms. Ibarra commented that vouchers no longer run 90 days; the new limit is 60 days unless there is a handicap, disability or portable case. According to federal law, a portable voucher can run 120 days. She stressed that if a tenant cannot prove they have been denied or searching for a unit, they will lose the voucher. With a substantial reason, there can be a 30 day extension. The longer a person does not utilize a voucher, the longer another person must be kept on the waiting list for housing.
9. Ms. Ibarra noted if tenants have ideas, comments or questions for City Council regarding the Administrative Plan and Second Year Annual Plan, they can be submitted to her office in writing. The June 21 City Council meeting is open to the public. Comments can be voiced then. There will be some changes in the availability of staff regarding the decrease in administrative funds.

Comments:

Fred Frederick (Tenant):

I have been on the Section 8 Program since 1992 and appreciate what you do for me. I liked the idea of contacting the government to consider my recommendation. The President has a Secretary of Housing and Urban Development who is sympathetic to this problem and has direct access to President Obama. I recommend contacting him, someone I feel we can trust, who doesn't seem to be for Social Security privatization.

Ms. Ibarra:

I believe an outcry from those who are participating and from owners who are to be able to house tax credit properties is going to be a big demand on these representatives and individuals. One person sitting back saying this is the way it should be does not have an impact on the government. It takes all of us to have an impact. If we do not house low-income individuals, it's going to affect everyone in the United States. Without places to live, crime rates will increase and there will be more violence. With the Working Preference, you have to be elderly, disabled or handicapped or be working to come on the program. People who are employed are expected to continue to be employed to show they are working to contribute something to society.

Jodie Halter:

How do you determine who you pick for Section 8 Housing?

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Ms. Ibarra:

We use a waiting list, which has approximately 874 people on it right now. They enter onto the waiting list when they apply on any Tuesday between 8-5. They can mark one of two preferences. One says they have been employed for 90 days. The other designates them to be elderly, disabled or handicapped. If they mark one of those preferences, their name will move to the top of the waiting list more quickly than those who are not able to claim one of the preferences. If they are not working or disabled and are not doing anything to help improve their situation, they will stay at the bottom of the list. People on the list are chosen by preference, date and time. Each family is manually entered into a waiting list book. The City put the preference into place approximately four years ago to help improve the funding situation at that time. They also made it a requirement that each family must pay a minimum of \$50 unless they claim a hardship and they have to go through a lot of paperwork with the government to claim a hardship.

Ms. Vaughn asked about portability.

Ms. Ibarra responded that she has no jurisdiction over portability; the client chooses the city and apartment. She further explained if she does not have the money in the HAP budget for a twelve year period, she can deny the portability voucher but that is the only way. If there are HAP reserves, a portability voucher cannot be denied. Denying it to a tenant without proper backup (no HAP reserves) violates the tenant's rights. She commented that she is seeing a number of people on our waiting list from larger cities. Larger cities have closed their vouchers leaving clients without any assistance. These clients then apply to a nearby city for a voucher; they live in that city using their voucher for one year; then, they go portable returning to the larger city where they originally wanted to live. This action hurts Wichita Falls, hurts the Housing office, and hurts housing availability in Wichita Falls but there is no federal law to prohibit this action by the client.

Ms. Ibarra explained under federal law when a client joins the program, the rent and utilities must be under 40% of their income after the allowable deductions. After one year on the program, the percentage of rent and utilities paid can exceed 40%. Portable vouchers are higher in other cities because the amount is based on that county or city payment standards. A larger city with rents higher than in Wichita Falls will have a larger payment standard to which we must acquiesce.

Ms. Ibarra stated if clients became well informed of the regulation and budget changes from Congress and attend these resident-advisory briefings then make their voices heard to their Congressmen, Senators and landlords about those changes. The factors of less money hurts the clients; Section 8 is a step up for those with limited income, on disability, and on Social Security. They pay more money out of their limited take home income. Payment standards are reviewed once a year. Fair Market Rents are

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set by a company the government selects; payments standards are set by through Administrative Policy according to a percentages of those Fair Market Rents. The new income levels have not been updated because they have not been released by the federal government.

Six additional project-based vouchers at Green Briar will be attached starting in July. Currently, the seven that are there will be expiring. This type of voucher can only be online for five years, with this being the fourth year. Rent cannot be raised for five years; it must be maintained at the current level based at low income tax credit levels in the planned program.

End



**Section 8 Housing Choice Voucher Program  
GRIEVANCE PROCEDURE  
City Of Wichita Falls**

Should any applicant for or recipient of services from the Housing Division wish to file a grievance against the City of Wichita Falls pertaining to such services provided or applied for, the following procedure shall be followed to address the grievance:

1. The person(s) filing the grievance may either verbally or in writing request an appointment with the Housing Administrator to present the complaint. At this informal stage of the resolution process, the complaint may be presented either in written form or verbally. It is the Division's intent to respond to and resolve the complaint as quickly as possible and practical, but a response to the complainant should be made no later than 10 working days from date of receipt.
2. Should the response by the Housing Administrator not be satisfactory to the person(s) bringing the complaint, an appeal may be made directly to the Assistant City Manager/ Executive Housing Director. At this stage of the resolution process, the request for appeal and the complaint itself should be submitted in writing within ten (10) working days of the Housing Administrator's decision. The complaint should fully describe the nature of the problem and contain all pertinent information necessary to come to a thorough understanding of the situation. The information provided should include the complainant's name, address, and daytime telephone number. The Assistant City Manager/ Executive Housing Director may ask for additional written information, which may aid in understanding the scope of the problem and has the option of meeting with the person(s) involved before reaching a decision. A response to the complainant should be made as expeditiously as practical, but no later than 10 working days from date of receipt of all written information provided or requested to be provided.
3. Should the response by the Assistant City Manager/ Executive Housing Director not be satisfactory to the person(s) bringing the complaint, an appeal may be made directly to the City Manager's Office requesting review of the decision. The tenant's request for appeal and review should be made in writing within thirty (30) working days of the response by the Assistant City Manager/ Executive Housing Director. A response to the complainant should be made within 20 working days from receipt of the request for appeal to the City Manager's Office.
4. Should the response from City officials still be unacceptable to the complainant, a request for appeal may be made in writing to the Fort Worth Office of the Department of Housing and Urban Development, Office of Public Housing, 801 Cherry Street. (P.O. Box 2905) Fort Worth, Texas 76113-2905.

The following list identifies the names, addresses, and telephone numbers of the persons to contact to file a grievance:

Pamela Ibarra  
Housing Administrator  
Room 301  
1300 Seventh Street  
Wichita Falls, TX 76301  
(940) 761-7454

Director of Housing  
Room 102  
1300 Seventh Street  
Wichita Falls, TX 76301  
(940) 761-7451

City Manager/  
Designated Appointee  
Room 105  
1300 Seventh Street  
Wichita Falls, TX 76301  
(940) 761-7404

I (we), the undersigned, have read and understand the grievance procedure described above which is to be used for the purpose of resolving any complaints relating to the Housing Division of the City of Wichita Falls.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date